

**MAKUENI COUNTY PUBLIC SERVICE BOARD****P.O BOX 49 – 90300 MAKUENI Tel: 020 2026751****Email: cpsb@makueni.go.ke****Web: www.makuenipsb.go.ke****JOB VACANCIES****DEPARTMENT OF FINANCE, PLANNING, BUDGET AND REVENUE**

Pursuant to the Public Finance Management Act, 2012 Section 155 Subsection 5; Gazette Notice No 2690 of 15th April 2016; and regulations 167 and 168 of the Public Finance Management Regulations (2015), the County Public Service Board invites applications from suitably qualified persons for the following vacant position:

1. Member, County Executive Audit, Risk and Compliance Committee - One (1) post**Requirements for appointment as member, County Executive Audit, Risk and Compliance Committee:**

To qualify for appointment to this position, a person must:

- a) Be a Kenyan citizen;
- b) Holds at least a degree from an institution recognized in Kenya;
- c) Have at least 10 years of experience, five (5) of which must be in a senior management position;
- d) Possess relevant qualifications and expertise in Audit in public service or devolved system of Government;
- e) Have good understanding of the mandate, objects, principles and functions of internal auditing services in public service;
- f) Have good understanding of public sector operations, financial reporting or auditing;
- g) Have thorough knowledge of the Audit Committee Operations, Public Finance Management and Regulations thereto;
- h) Must not be a past or present employee of the county and shall not have served as an employee or agent of a business organization which has carried out any business with Makueni County in the last two years;
- i) Demonstrates knowledge and understanding of National Values and Principles of Governance referred to in Article 10 and Principles of Public Service referred in Article 232 of the Constitution of Kenya, 2010;
- j) Demonstrates knowledge and understanding of the objects, principles and functions of the Government of Makueni County;
- k) Satisfy the provisions of chapter six of the constitution on Leadership and Integrity;
- l) Not a holder of a political office; and,



- m) Being a member, in good standing, of a professional body will be an added advantage.

Duties and responsibilities

- a) Provide oversight and assurance on governance, on risk management and control processes and make appropriate recommendations to the Accounting Officers;
- b) Follow up on the implementation of the recommendations of internal and external auditors;
- c) Perform the roles and responsibilities as laid out in the PFM (County Government) Regulations 2015 as well as the Audit Committee Guidelines for the County Government

Terms of Appointment:

- 1) A member of the Audit Committee shall serve on part time basis for a period of three (3) years and shall be eligible for re-appointment for a further one term only subject to satisfactory performance;
- 2) A Member of the Audit Committee shall be paid allowances at rates determined by the Salaries and Remuneration Commission;
- 3) Members appointed to the Audit Committee shall not be a present or past employee of the Commission and shall not have served as an employee or agent of any business organization which has carried out any business with the Commission in the last two (2) years.

HOW TO APPLY

Interested and qualified persons are requested to make their applications ONLINE through the Boards website: www.makuenipsb.go.ke or jobs portal: <http://kazi.makuenipsb.go.ke/jobs/>

Please Note:

- i) Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- ii) Only shortlisted and successful applicants will be contacted.
- iii) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- iv) Canvassing in any form will lead to automatic disqualification.
- v) It is a criminal offence to present fake certificates/documents.
- vi) The Makueni County Government is an equal Opportunity Employer; Youth, Women, Persons with Disabilities and other disadvantaged persons are encouraged to apply.
- vii) The Board does not charge a fee at any stage of the recruitment process.
- viii) Applications should reach the Board on or before **Close of Business on Thursday 4th September, 2025.**

OR

Written applications enclosing current Curriculum Vitae, copies of academic and professional certificates, birth certificate and ID card clearly indicating the position applied for on the **ENVELOPE** should be submitted in a sealed envelope and addressed to:



**The Secretary/CEO
Makueni County Public Service Board
P.O. Box 49 - 90300
MAKUENI**

Or delivered by hand at the reception desk at Makueni County Public Service Board Offices located at ACK Building Complex along Wote - Mwaani Girls Road on or before **Close of Business on Thursday 4th September, 2025.**

NOTE:

- (i) The Job Application Form (revised 2022) can be downloaded from the County Public Service Board website; www.makuenipsb.go.ke
- (ii) Only shortlisted candidates will be contacted. If you do not hear from us, please consider your application unsuccessful;
- (iii) Shortlisted candidates will be required to produce originals of their National Identity card, birth certificate, academic and professional certificates, transcripts and testimonials at the interview;
- (iv) Academic Qualifications of external origin **MUST** be accompanied with a recognition and equation certificate from the relevant body in Kenya;
- (v) Canvassing for appointment to the position will lead to automatic disqualification.
- (vi) Shortlisted candidates will be required to obtain clearance from the following Institutions and the clearance certificates **must** be produced during the interviews;
 - The Criminal Investigation Department (CID)
 - Credit Reference Bureau (CRB)
 - Higher Education Loans Board (HELB)
 - Kenya Revenue Authority (KRA)
 - Ethics and Anti-Corruption Commission (EACC)
- (vii) Please note that it is a criminal offence to present fake certificates;
- (viii) The Makueni County Government is an equal opportunity employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply.
- (ix) Affirmative action as stipulated in the constitution shall be applied;
- (x) **The Board does not charge a fee at any stage of the recruitment process. Payment of any form of fee will lead to automatic disqualification.**


The stamp contains the text: SECRETARY, MAKUENI COUNTY PUBLIC SERVICE BOARD, and 5 AUG 2025.

**THE SECRETARY/CEO, P.O. Box 49 - 90300,
MAKUENI COUNTY PUBLIC SERVICE BOARD**